IN THE SUPERIOR COURT OF THE STATE OF ARIZONA
IN AND FOR THE COUNTY OF MARICOPA COUNTY

IN THE MATTER OF THE	)	ADMINISTRATIVE ORDER
ADMINISTRATION OF THE USE OF	)	
THE INTEGRATED COURT	)	NO. 2003-050
INFORMATION SYSTEM (iCIS)	)	

The Court successfully implemented the integrated Court Information System (iCIS), a new automation application. Judicial and administrative staff reviewed the application and presented specific areas of the application in which the data entry is critical to the processing of case information.

These areas are defined as, but not limited to:
1. Hearings
2. Events
3. Results
4. Handle/Heard
5. Case Status
6. Party Information

After recommendation from system users (judicial assistants, and administrative staff) and thorough review, the following order is issued.

IT IS ORDERED that all Superior Court staff (judicial and administrative) utilizing the iCIS application comply with the rules of usage for the proper entry of data in the automated application as provided in the attached documentation and in documentation distributed at training sessions.

IT IS FURTHER ORDERED that all staff participate in iCIS follow-up training and calendar rotation training as provided by the Superior Court.

DATED this 20th day of May, 2003

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Honorable Colin F. Campbell
Presiding Judge

Original: Filed with Clerk of the Court

Copies: Hon. Barbara R. Mundell, Associate Presiding Judge
              Gordon Griller, Trial Courts Administrator
              Marcus Reinkensmeyer, General Jurisdiction Court Administrator
              Hon. Thomas W. O'Toole, Criminal Presiding Judge
              Hon. Margaret H. Downie, Civil Presiding Judge

Hon. Mark Armstrong, Family Court Presiding Judge

Memorandum

To: All Judicial and Administrative Staff

From: Hon. Colin F. Campbell, Presiding Judge
Gordon Griller, Court Administrator

Date: 6/4/2003

Re: iCIS Training Requirements

It is essential to the function of the court system and the proper processing of cases, that all iCIS applications users be trained in the proper data entry of information. All information entered in the application is important. Some information is confidential, some critical, and some generally available for public view.

In order for the Court to receive the most benefit from the iCIS application, every system user must accurately input information in iCIS. After review of the data in iCIS, the Court finds that many staff members are more than accurate in entering information, and doing so with great care and concern. However, it only takes a few individuals that are not following the guidelines to cause confusion with information. Judicial staff brought the initial concern in this area to the Court Administration's attention.

Court administration and the judicial bench fully support the judicial staff in rectifying the current situation. With this in mind, training sessions are being established and staff will be notified as to the time and place of the training. The training is required, and will be presented by both knowledgeable business users as well as JIS trainers for any technical issues. Training material will be distributed at each of the training sessions.

The initial focus is directed to the Criminal Department. The first training session is for Criminal Judicial staff and bailiff pool staff that work in the Criminal divisions. The training is scheduled on June 4, 2003 @ 12:00 – 1:15 pm. The training will be conducted by Cindy Ingles, and will take place in the West Court Building, JIS Conference Room. All Criminal judicial assistants (administrative and division) are required to attend. If unable to attend training, please contact Mary Horvath at mhorvath@superiorcourt.maricopa.gov or (602) 506-6859. Mary will compile a list of names and coordinate "make-up" training.

Further, additional training is necessary during every calendar rotation. This training is required even though staff may have previously handled matter in that department. Procedures change and rotation training is fundamental; therefore, rotation training is a requirement. Administration as well as judicial staff will provide rotation training. Staff members will receive information as to the time and location of rotation training.

iCIS Training Requirement Highlights

- Entering Hearings and Events is one of the primary areas of the iCIS case management application. Every department has a reviewed list of codes acceptable for use. The list of codes does not cover every unique pleading. Instead, the goal in iCIS is adequate coverage of the numerous pleadings received on a regular basis. Pleadings that are unique or rare fall under the "undesignated" type or sub-types.

- All hearings must have a result, result date and heard by posted in a timely fashion. Recommend within 2 days after the scheduled hearing, or as soon as the judicial officer makes the ruling.
    - To view hearings that do not have a result
        - Retrieve the case in question
        - Point to Inquiry or Press Alt + Q
        - Click on Calendar or Tab 3 times
        - Type Judicial Officer's name in Calendar field
        - Enter the date range for which you want to review
        - Select Hearings, Events or Hearing and Events
        - NOTE: Be sure that the Result check box at the end of the line is not checked
        - Press Enter, Click Search, or press Alt + "S"

This list provides all the hearings and/or events that do not have a result code entered.

- Using the correct result code is critical. This information is detailed in training, as it is specific to departments.

- Deleting matters should not take place unless the scheduled item was added in complete error, such as setting the matter on the wrong case. Further, even when a matter is set incorrectly, if a period of time expires, (more than a few days) the matter should not be deleted. Instead, the matter should be resulted with a notation that it was scheduled in error. Setting of these matters becomes a part of the history of the case. The following items should NOT be deleted:
    - Vacated Hearing or Event – proper action – result code, Vacated
    - Continued Hearing or Event – proper action – result code Continued
    - Bench Warrant Issued – (Defendant self surrenders on the following day or after complete issuance of warrant) proper action – Enter proper result based upon Judicial Officer decision (Quashed, Warrant Quashed, etc.)

- Judge assignments should not be deleted. If a judicial officer is assigned in error, the Incorrectly Assigned would be used and the correct judicial officer added.